

City of Lowell
Job Description
Please Post ~ March 4, 2015
Deadline ~ March 18, 2015
Division of Planning & Development
Financial Specialist

Job Title: **Financial Specialist** (2700-04, 2109)
Department: Division of Planning and Development
Reports To: City Auditor
FLSA Status: Non Exempt
Salary: \$44,050.24 (min) to \$47,380.84 (max); Grant Funded
Funded: CDBG Program

SUMMARY

The Financial Specialist position is physically located in the Department of the City Auditor and acts as liaison to the Division of Planning and Development in high-level tracking and management of all U.S. Department of Housing and Urban Development (HUD) grants funded by the CDBG, HOME, ESG and McKinney Programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Manages three (3) accounting systems for CDBG, HOME, ESG and McKinney Programs: MUNIS is the City's accounting system.

HUD requires reconciliation with two (2) systems: IDIS (Intergraded Disbursement and Information System), and LOCCS (Letter of Credit Control System).

Regularly reconciles account activity between the CITY and the other two HUD systems.

Prepares, monitors and reconciles budgets for all CDBG, HOME, ESG and McKinney Programs, including expenditures, revenue and program income.

Generates MUNIS funding account numbers for HUD Programs.

Monitors weekly payroll charges for above mentioned HUD Programs.

Prepares and processes weekly Drawdown requests from HUD's IDIS to cover corresponding Program costs.

Prepares and processes voucher payment requests from HUD's LOCCS to cover corresponding Program costs.

Reconciles several bank cash balances monthly with Federal Grant Programs.

Prepares and submits required quarterly Federal Cash Transaction Reports to HUD.

Reviews, approves and processes all purchase /service orders for HUD grants, agreements and contracts with sub-recipients.

Verifies, approves and enters all invoices for the corresponding HUD agreements, grants and/or contracts. Prepares bill drafts for procession and reconciles bill drafts to payments pending for accounts payable check processing.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Associates Degree in Public Administration or Accounts, Finance or related field; or Certificate related to Accounting, Finance or Management and High School education with minimum of four (4) years related to accounting experience.

Knowledge of accounting functions required; knowledge of accounting functions within a municipality is preferred; knowledge of CDBG and other Federal Program regulations and requirements preferred; highly proficient in use of computer programs for word processing, data base management and excel spreadsheets; typing skills essential.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence.

Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS

Ability to apply basic accounting and bookkeeping principals and practices to daily tasks; ability to apply concepts of basic algebra and geometry and apply concepts such as factions, percentages, ratios and proportions to practical situations; ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume; ability to draw and interpret bar graphs.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts, risk of electrical shock (electrical outlets), and vibration. The noise level in the work environment is usually moderate.

The City of Lowell is a smoke and drug free employer and requires a physical with drug screen and CORI, post offer.

Qualified individuals send resume with cover letter to the Human Relations Office, Mary Callery, HR Director Room 19 - City Hall, Lowell, MA 01852 by 4:00 PM: Deadline ~ March 18, 2015. Applicants may also send resume with cover letter to fax 978-446-7102 or email to cityjobs@lowellma.gov

EOE/AA/504 Employer